



*State of North Carolina
Department of Public Safety
Prisons*

Chapter: M
Section: .3200
Title: Apprentice Program
Issue Date: 06/01/2020
Supersedes: 04/01/2013

POLICY AND PROCEDURE

.3201 GENERAL

The Food Service Apprenticeship Program is a joint effort of the North Carolina Department of Labor (NCDOL), the North Carolina Community College System (NCCCS), and the North Carolina Department of Public Safety, Prisons. This program is registered by the NCDOL and the United States Department of Labor (USDOL). Offenders who complete this program will receive an Apprenticeship Certificate from the USDOL which is a nationally recognized employment credential.

.3202 PROGRAM REQUIREMENTS

Applicants for admission to the food service Apprenticeship Program must meet the following requirements:

- (a) Possession of a verifiable high school diploma or GED.
- (b) Completion of the Food Service Technology program.
- (c) Must be recommended for enrollment by the community college Food Service Technology instructor or the facility Food Service Manager/Supervisor.
- (d) Must be recommended by the Review Committee that evaluates the applicant's motivation, abilities, and potential for success in the culinary industry; disciplinary issues should be considered.
- (e) Submission of a completed application along with a written statement regarding the applicant's interests and goals.
- (f) Must be interviewed by the Review Committee.

.3203 PROGRAM CONTENT

Once an offender is enrolled in the program they will be assigned as an apprentice to the Food Management Department. They will complete four thousand (4,000) hours of structured work experience under the Food Service Manager/Supervisor's supervision. Hours for each module are documented and forwarded monthly to the Region Dietitian. Once the program has been successfully completed the offender will be awarded an Apprenticeship Certificate by NC Department of Community Colleges.



Commissioner of Prisons

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June 1, 2020

Date